



# Administrative Escrow Assistant

**Position Type:** Full-Time

**Location:** Sedona, AZ

## Description:

The Administrative Escrow Assistant provides general front office assistance and administrative support to the escrow team, while assisting with the processing of escrow transactions. Successful candidates are dependable, friendly, cooperative, detailed, and disciplined.

Typical duties of the position may include:

- Answer incoming phone calls and greet customers upon their arrival to the office. Provide updates and answer inquiries from sellers, buyers, agents, and lenders.
- Maintain office calendar, including customer scheduling.
- Procurement and stocking of supplies, and ensuring general office upkeep.
- Receive purchase contracts/escrow instructions and assist in the preparation of the transaction for closing by receipting earnest money funds, entering data, and ordering title reports.
- Assist in preparing transactions for closing of escrow by reviewing title reports for accuracy, clearing title report requirements, and providing documentation for the completion of the transaction and loan processing.

The Administrative Escrow Assistant may be assigned additional tasks in support of the department's goals.

## Skills and Abilities:

- Ability to type 40+ WPM
- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Strong computer skills with working knowledge of Microsoft Office and Impact

## Salary:

Competitive and commensurate with experience, plus a robust benefits package.

## Application Process:

Please submit a cover letter and detailed resume to [personnel@ptaaz.com](mailto:personnel@ptaaz.com). Please include "Sedona Admin EA" in the subject line.



**WHAT WE DO:** Yavapai Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

**WHO WE ARE:** Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.

